

Co-Sponsoring Research Integrity Meetings: Instructions for Proposals

The Office of Research Integrity (ORI) is seeking proposals from institutions, professional associations and scientific societies that wish to collaborate with ORI in developing a conference or workshop that addresses handling of scientific misconduct allegations or issues related to the promotion of research integrity.

ORI intends to hold four to six regional conferences or workshops each year in strategic locations around the country. Proposals for local conferences will also be considered. The meetings would be jointly developed, presented, and supported by ORI and collaborating organizations. The level of ORI support will be contingent on the availability of funds, the nature of the workshop or conference, and its relationship to ORI's mission.

A research integrity meeting is defined as a gathering, symposium, seminar, workshop, or other organized formal conference where persons assemble to coordinate, exchange and disseminate information or to explore or clarify a defined subject, problem, or area of knowledge related to research integrity or misconduct in science.

An institution or organization, including an established scientific or professional society, is eligible to apply. An individual is not eligible to receive an award for support of a research integrity meeting.

These instructions are intended as general guidance for applicant organizations in the development of proposals requesting support for research integrity meetings. For questions about the application process, to discuss a possible proposal, or to work with ORI staff to plan an event, potential applicants are encouraged to contact:

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Office of Research Integrity
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PROPOSAL INSTRUCTIONS

Co-sponsorship of a conference or workshop with ORI means that an institution is willing to participate in the development of the substantive aspects of the event, as well as providing logistical services, funding, or other material support for the event. The proposal also should give specific details on the nature of the participation envisioned for ORI staff in the program.

The proposal should include a summary, a rationale for the conference/workshop, a draft agenda and, if possible, potential speakers, the proposed length, date(s), location, estimated attendance, marketing plan, proposed budget, meeting products, and name of the principal organizer. The proposal should be fewer than ten pages and include the information indicated in the form that follows these instructions. Sample agendas and materials from other workshops may be found on the ORI web site located at <http://ori.dhhs.gov> or are available upon request.

Some of the topics that might be considered for a scientific misconduct workshop are incidence, prevention, detection, definition, reporting allegations/misconduct findings, investigating, sanctions, restitution, rehabilitation, whistleblowers, respondents, institutions, professional associations, scientific societies, editors, and funding agencies.

Some of the topics that might be considered for a research integrity conference are recordkeeping in research, data management, quality control, assignment of credit, intellectual property rights, mentoring, collaborative research, the principal investigator, the laboratory director, institutions, professional associations, scientific societies, editors, funding agencies, prevention of misconduct, and designing and implementing systems to promote research integrity.

EVENT PLANNING AND PUBLICITY

Institutions must clear all promotional materials for the event with ORI before printing and distribution. ORI can provide mailing labels for institutions in the area and in neighboring States.

In general, bulk mailings alone are not sufficient to elicit the necessary number and types of participants for successful meetings on issues related to scientific integrity. Multiple contacts with the intended audience, including targeted personal contacts, particularly with key senior level staff, are often the most effective in assembling the appropriate audience. Institutions are strongly encouraged to make personal contacts to determine the general level of interest before submitting a proposal.

It has been ORI's experience that convening a planning committee for the event greatly improves the quality of the agenda as well as the chances of attracting the type of audience desired. Representatives from ORI and from various local and regional institutions should be included early in the planning process. ORI also strongly encourages institutions to seek co-sponsors for the event, such as other research institutions from the local area or region, or national associations, societies, or specialized groups with relevant interests. Please contact Dr. Dustira for more information.

Setting up a web site for the meeting can help publicize the event, and provide details on the meeting agenda and registration as soon as they become available. Planners should also list relevant electronic bulletin boards (for example, those devoted to targeted or specialized

discussions relating to Science, Ethics, Law, etc.), where a suitable announcement of the event would achieve an active distribution to a target audience.

DEADLINES

Proposals are welcome any time. To help ORI plan, however, there are three target dates for receipt of applications:

June 1, 2000
October 1, 2000
February 1, 2001

Please contact Dr. Dustira if you intend to submit an application, but will be unable to submit a full application by one of these target dates.

FUNDING ISSUES

ORI funds may not be used to pay for the cost of food or refreshments during the meeting or for the printing or mailing of promotional materials.

The institution may collect registration fees to cover its share of the expenses of the event. Registration fees charged to attendees should be designed to meet, but not exceed, the institution's costs for the meeting.

The amount of funding available from ORI generally would be from \$5,000 to \$20,000. Funding of less than \$5,000 may be appropriate for small meetings, such as a colloquium held during a regular meeting of a scientific society. Please indicate the level of funding requested, include a proposed budget for the entire project, and explain how the ORI funds would be used. The level of ORI support will be contingent on the availability of funds, the nature of the workshop or conference, and its relationship to ORI's mission.

MEETING MATERIALS

The meeting notebook should include the final meeting agenda, contact information for participants and speakers (name, title, institution, address, phone and fax number, and e-mail address), copies of speaker's presentations or overheads, and any additional reading or resource materials that are made available.

REPORTING REQUIREMENTS

Evaluation sheets completed by participants and a final list of meeting participants (including name, title, institution, address, phone and fax number, and e-mail address) should be forwarded to ORI within 30 days after completion of the meeting. The participant list should be submitted both as hard copy and as an electronic mailing list. Sample evaluation forms are available upon request.

Three copies of the participant notebook and other meeting materials need to be submitted to ORI within 60 days after completion of the meeting. Conference proceedings or publications resulting from the meeting are encouraged and should be sent to ORI as soon as they are

available.

Scientific Integrity Meeting Proposal

TYPE OF CONFERENCE (please check one):

- ☐ Introductory Misconduct Workshop
☐ Advanced Misconduct Workshop
☐ Research Integrity
☐ Other (please specify): _____

TITLE OF PROPOSED MEETING:

PROPOSED DATE:

PROPOSED LOCATION:

ORGANIZER (to whom correspondence will be sent):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

ADDITIONAL CO-SPONSOR (optional):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

ADDITIONAL CO-SPONSOR (optional):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

SYNOPSIS

(250-350 WORDS - PLEASE TYPE)

Please describe the subject of your proposed meeting, highlighting the questions, issues, and research to be addressed. Please do not summarize the presentations or describe the proposed agenda here. Include a rationale for the conference/workshop, the proposed length of the meeting, date(s), location, estimated attendance, and the special expertise or status that your institution would be able to contribute to the event. Use a separate page if necessary.

PROPOSED AUDIENCE AND MARKETING PLAN

Describe the intended audience for your meeting. Indicate how the conference or workshop will be publicized and include a description of the geographic area to be covered in promoting the meeting. Also indicate modes of travel and accommodations available for out-of-town participants. Use a separate page if necessary.

PROPOSED AGENDA

For each agenda item, describe the length and type of session envisioned, and indicate whether any of the proposed speakers have agreed to participate. Along with a proposed title or topic, include one or two sentences describing the expected content or perspective of each speaker's presentation. Also indicate the types of issues to be included in open discussions or break-out sessions.

Be sure to include details on the ORI staff participation expected during the program.

TASKS AND TARGET DATES

ORI is willing to help institutions in planning the program, providing materials for the participant notebook, and suggesting speakers. Specifically, ORI wants to encourage institutions to consider including an ORI staff member on the planning committee.

Institutions generally are responsible for finalizing the program, inviting the speakers and arranging their travel, producing a meeting brochure, promoting the meeting, registering participants and providing information about travel and housing, reserving the meeting space, arranging for food and refreshments, assembling a notebook for participants, and making conference products available to participants and others after the meeting.

List and briefly describe specific tasks that the institution and ORI will undertake in planning and hosting the meeting, and provide target dates for completion of these tasks. Also indicate whether the institution or ORI will be taking the lead on accomplishing each task. Use a separate page if necessary.

BUDGET PROPOSAL

Please itemize anticipated expenses and revenues for the event. Include a proposed budget for the entire project, the amount of funding being requested from ORI, and explain how the ORI funds would be used.

Also indicate if other sources of funding have been identified, and the amounts being requested.

MEETING PRODUCTS

At a minimum, a notebook of meeting materials should be provided to each participant, and an executive summary written about the meeting presentations and discussions.

The meeting notebook should include the final meeting agenda, contact information for all participants and speakers (name, title, institution, address, phone and fax number, and e-mail address), copies of presentations or overheads, and any additional reading or resource materials that are made available.

Please explain the other materials that will be produced as a result of the proposed meeting, such as proceedings, publications, audiotapes, videotapes, etc., and how their availability will be publicized.

Send original and five copies to:

Alicia Dustira, Ph.D.
Division of Policy and Education
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E-mail: adustira@osophs.dhhs.gov

NOTE: Copies of instructions and the application form may be downloaded from ORI's web site at <http://ori.dhhs.gov>.

All submissions will be acknowledged upon receipt.

Please retain a copy for your records.

REVISED 4/21/00

